

LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

BUSINESS MEETING MINUTES

January 14, 2015

CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:15am

ROLL CALL

The following Board members were present:

Naveed Awan
Brett Bennett
Gregory Bradley
James Frazier
Susan Hammonds-Guarisco
Abbie Kemper-Martin, MD
Thea Moran, MD
Kirk Soileau

The following Board members were absent with prior excuse;

Elizabeth Frizzell

The following Board member has resigned;

Hugh Robertson, MD

Also present were:

Kenneth Jones, Executive Director
Katherine Muslow, Counsel

MINUTES

Minutes of October 15, 2014 had been previously circulated to the Board members by mail and were accepted as presented.

MOTION to approve minutes of October 15, 2014 by B.Bennett

SECOND by A.Kemper-Martin

ACTION: by Voice Vote: Ayes = 8, Nays = 0 Motion passed unanimously

FINANCIAL REPORT

Financial Review Committee Report

Members include Brett Bennett, Susan Hammonds-Guarisco, and Elizabeth Frizzell.

B.Bennett and S.Hammonds-Guarisco reported that the monthly report is organized, and have had no problems.

Financial Report by Executive Director

Executive Director discussed the following reports:

- Fiscal Year Comparison: July 1, 2014 to December 31, 2014.
- Fiscal Year Comparison to Budget: July 1, 2014 to December 31, 2014.
- Calendar Year Comparison: January 1 to December 31, 2014.
- Assets and Liabilities as of December 31 2014.

CHAIRMAN'S REPORT

- Chairman wished everyone a Happy New Year.
- Biggest project will be moving toward on-line licensing this year.
- Need to look at ways to keep expenses to a minimum.
- Board attendance is not a problem but encouraged members to attend meeting as their feedback is important.

LICENSURE

Executive Director reported on;

- Current licensing statistics as of January 1, 2015.
- 2014 License Renewals as of December 31, 2014.
 - 2014- 92% of licensee's renewed
 - 2013- 92% of licensee's renewed
 - 2012- 94% of licensee's renewed
- Expired licenses to licensee date of birth.
- ARRT certificates held to Louisiana license holders

BUSINESS ADMINISTRATION

LSRT March Meeting, Shreveport, LA

Travel Requests came from G.Bradley and S.Hammonds-Guarisco.

Total reimbursement will be \$204.

Board approved by voice vote.

Chairman explained the current process of reimbursing board members that attend LSRT meetings and opened for discussion. Board agreed that there needs to be a level of responsibility and scrutiny, and to continue the current process. Final approval will come from A.Kemper-Martin. Reimbursement process will be added to the Board's Operational Manual.

Board Operations

- Chairman reported that Counsel had reviewed the Board's IT Policy, no changes are required.
- Counsel suggested disclaimers should be placed on the LSRTBE website. Executive Director will work with Counsel on wording.

Executive Director reported:

- Lasers 2015-2016 contribution rates will increase from 37% to 37.2% of gross salary.
- 3669 licenses will require renewal by May 31, 2015.
- Executive Director explained the problems with his current computer. Computer requires replacement along with upgrading the software of all office computers for compatibility. F1 Solutions provided a quote to upgrade office computers. N.Awan suggested contacting their hospital's vendor for possible help. Board agreed by voice vote to purchase new computer and upgrade IT software of all computers.
- Dr. Hugh Robertson resigned. A physician replacement must come from the Louisiana Medical Society.
- Transfer of Capital One funds to the operating account.
- Letters will go out to the CEO's of LHA facilities as a reminder of license renewals.
- Capital One issues discussed at the previous meeting have been resolved.

Staff Vacation/Sick Leave Report

M.Scott and K.Jones accrued and used vacation and sick time was reviewed.

OLD BUSINESS

Legislative Updates

Rules, Title 46, Part LXVI, was published in the November 20, 2014 Louisiana Register.

NMTCB Entry Level CT Certification

The first certification exam occurred in November 2014, next exam is scheduled April, 2015. Nobody in Louisiana took the November exam, there are no NMTCB-CT certified individuals in Louisiana. Will remain as an agenda item.

Private Radiologic Technologists

There is no new information; will remain as an agenda item.

Radiologist Assistants

There is no new information; will remain as an agenda item.

NEW BUSINESS

Executive Director shared a letter from the JRCERT to the Board regarding changes to the Rules. Several Board members have also had communication with the LSRT regarding these changes. Counsel will review Law and Rules and will be placed on the April agenda.

The following potential web developers gave a presentation and answered questions.

Teknarus
GL Solutions

The Board had additional questions to ask the web developers. Executive Director will report back to the Board for final vendor approval.

NEXT MEETING DATE

April 15, 2015

Future Meeting Dates: July 22, 2015 and October 14, 2015

MOTION made to move into Executive Session and close Business Session by B.Bennett

SECOND by T.Moran

ACTION: by Voice Vote: Ayes = 8, Nays = 0 Motion passed unanimously

MOTION made to move out of Executive Session by B.Bennett

SECOND by T.Moran

ACTION: by Voice Vote: Ayes = 8, Nays = 0 Motion passed unanimously

Chair requested a **MOTION** to adjourn meeting

MOTION made by T.Moran

SECOND by G.Bradley

ACTION: by Voice Vote: Ayes = 8, Nays = 0 Motion passed unanimously, meeting ended at 1:30pm

ADJOURN 4:15pm

RESPECTFULLY SUBMITTED

Kenneth W. Jones, MEd,RT(R)
Executive Director